



Mansfield Parks & Recreation  
*Family, Fitness & Fun!*

# CAMP MANSFIELD 2015 PARENTS' HANDBOOK



*We Make  
Happy Campers!*



# Mansfield Parks & Recreation

*Family, Fitness & Fun!*

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Summer 2015

Dear Parents, Guardians and Campers:

On behalf of the Town of Mansfield Parks and Recreation Department, I would like to welcome you to the Camp Mansfield. Our Camp Staff are excited to spend time with you this summer and have been busy planning and preparing for Camp Mansfield 2015. Each camper's social, emotional and physical well-being is our top concern. Remember at Camp Mansfield, *"We Make Happy Campers!"*

This Parent Handbook is designed to help you learn about how Camp Mansfield is operated and what your child's experience might entail. It offers an opportunity to see a sample schedule and become familiar with our policies and procedures which are designed with your child's safety and well-being in mind. The sample schedule is a snapshot of what we offer at camp. Campers will be able to add a few favorite games and activities as well. A copy of the actual session schedule will be issued to you on the first day of each session. Please read over all enclosed information to help your child have the best experience possible.

Also, please note that camp will run an additional week this summer. The last week of camp is August 10 – 14<sup>th</sup>. If there is inclement weather during the week the campers will be bussed to the community center.

Again, welcome to Camp Mansfield! If you have any questions, concerns or would just like to talk camp, please feel free to call, email or stop by the Community Center to speak with me or any of the Parks and Recreation Department staff.

Sincerely,

Jared Redmond  
Camp Director/Recreation Coordinator

# **CAMP MANSFIELD GOALS**

## *How We Make Happy Campers*

- Create an environment that is in every way healthful and safe, where encouragement, laughter and fun are the norm.
- Develop in each camper an appreciation for his/her natural surroundings, including a concern for preserving our environment.
- Nurture each individual's confidence in his/her own strengths and skills, while fostering the discovery and development of new talents.
- Cultivate an atmosphere that promotes the building of healthy relationships and group problem solving.

<b>Mansfield Parks &amp; Recreation/Mansfield Community Center - 860-429-3015</b>			
STAFF	POSITION	PHONE EXT	EMAIL
Jared Redmond	Camp Director/Recreation Coordinator	6107	Jared.redmond@mansfieldct.org
Hannah Sobieski	Assistant Camp Director		
Curt Vincente	Director	6109	Curt.vincente@mansfieldct.org
Jay O'Keefe	Assistant Director	6104	Jay.okeefe@mansfieldct.org
Elle Randazzo	Recreation Coordinator	6108	Elle.randazzo@mansfieldct.org
Stephanie Huber	Aquatics Director	6122	Stephanie.huber@mansfieldct.org
Lynda Lambert	Administrative Services Specialist	6111	Lynda.lambert@mansfieldct.org

## **PARENT/GUARDIAN INVOLVEMENT**

Parents are always welcome to visit camp. If you wish to visit, we ask that you schedule the visit with the camp staff or if you prefer a more spontaneous visit, we ask that you first check in with the Camp Director or Assistant Director upon arrival for security reasons. We encourage you to speak with your child's counselor and all camp staff frequently. We will send written correspondence home with your child from camp care occasionally if you don't get to see your child's counselor often. **Please do not call the school office.** The school office staff is not responsible for relaying messages to the camp staff. If you call the main parks and recreation number (860-429-3015), the parks and recreation staff will get a message to the camp.

## **REGISTRATION**

**All Campers must be pre-registered and have submitted a Required Additional Camp Form.**

Participants must be pre-registered to take part in the program. Registration may be done online at [mansfieldcc.com](http://mansfieldcc.com) or at the Mansfield Community Center. We ask that you register as much in advance as possible. It helps us to determine size of groups and staff assignments when we have that information in advance.

## **SAMPLE CAMP SCHEDULE**

(1/2 day for K-camp, but shorter schedules)

(Actual camp schedule will be issued the first day of each session)

(We have 3 schedules each session – M/W/F & T/TH & RAINY DAY INDOOR)

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>ADV.</b>
<b>9:00</b>	<b>CAMP DROP OFF – GROUP MEET UP</b>							
<b>9:15</b>	<b>HILL TIME FUN!</b>							
<b>9:45</b>	<b>SPORTS</b>	<b>VARIETY</b>	<b>NATURE</b>	<b>ARTS &amp; CRAFTS</b>	<b>GAMES</b>	<b>GROUP CHOICE</b>	<b>ARCHERY</b>	<b>CANOE</b>
<b>10:30</b>	<b>VARIETY</b>	<b>SPORTS</b>	<b>ARTS &amp; CRAFTS</b>	<b>NATURE</b>	<b>GROUP CHOICE</b>	<b>ARCHERY</b>	<b>GROUP CHOICE</b>	<b>GAMES</b>
<b>11:15</b>	<b>LUNCH &amp; PLAY</b>	<b>LUNCH &amp; PLAY</b>	<b>LUNCH &amp; PLAY</b>	<b>LUNCH &amp; PLAY</b>	<b>ARTS &amp; CRAFTS</b>	<b>SPORTS</b>	<b>VARIETY</b>	<b>GROUP CHOICE</b>
<b>12:00</b>	<b>GROUP CHOICE</b>	<b>NATURE</b>	<b>GAMES</b>	<b>ARCHERY</b>	<b>LUNCH &amp; PLAY</b>	<b>LUNCH &amp; PLAY</b>	<b>LUNCH &amp; PLAY</b>	<b>LUNCH &amp; PLAY</b>
<b>12:45</b>	<b>NATURE</b>	<b>ARTS &amp; CRAFTS</b>	<b>GROUP CHOICE</b>	<b>GROUP CHOICE</b>	<b>CANOE</b>	<b>VARIETY</b>	<b>GAMES</b>	<b>SPORTS</b>
<b>1:30</b>	<b>FREE SWIM</b>	<b>FREE SWIM</b>	<b>FREE SWIM</b>	<b>FREE SWIM</b>	<b>VARIETY</b>	<b>GAMES</b>	<b>ARTS &amp; CRAFTS</b>	<b>ARCHERY</b>
<b>2:15</b>	<b>ARTS &amp; CRAFTS</b>	<b>GROUP CHOICE</b>	<b>CANOE</b>	<b>SPORTS</b>	<b>FREE SWIM</b>	<b>FREE SWIM</b>	<b>FREE SWIM</b>	<b>FREE SWIM</b>
<b>3:00</b>	<b>END OF CAMP DAY - PICK UP BETWEEN 3:00-3:15PM</b>							

*Hill Time* is the when the entire camp meets M/W/F mornings on the hill to sing songs, play some games, hold camper/group contests, talk about upcoming camp events and more. This is where we get energized for the day!

## **ACTIVITIES**

Activities at camp include: arts & crafts, sports, variety, games, nature, canoeing/kayaking, archery, swim activity, free swim, and additional age-appropriate activities. Activities are thoughtfully planned by our specialists for each activity block. Groups also have the opportunity to choose/create activities with their counselor during group choice periods.

## **SPECIAL EVENTS**

Every Wednesday is Wacky Wednesday. These are camp spirit days (crazy hat day, backwards day, group color, etc.) Details are included in your session packet given on the first day of each session. Every Friday we hold a special event. Examples are: Camp Mansfield's Got Talent, All Camp Birthday Party, Camp Olympics, Beach Party, and more and we always have our Camp Carnival on the last day of Camp Mansfield for the season!

## **STAFFING**

The Mansfield Parks and Recreation Department takes tremendous pride in our fantastic camp staff. Many of our camp employees have worked in our camp program for several years and were once campers themselves. The camp staff includes professionals, college and high school students. All camp staff members are certified in Standard First Aid, CPR and AED. In order to

provide the best care for your child, all staff is required to attend pre camp trainings on subjects such as child development, safety, positive disciplining, games and leadership. Our camper to staff ratio varies by age group and specific group needs or dynamics. The range of ratios begins at 1:5 and does not exceed 1:10.

## **CAMPERS SHOULD BRING THESE THINGS TO CAMP**

Backpack or Bag (For Belongings)

Snack (It's a long day and we play hard)

Sneakers or Comfortable Shoes (Should be worn to camp every day, we hike trails that are not sandal friendly)

Bathing Suit

Towel

Change of Clothes (Just in case)

Flip Flops or Water shoes (Optional for pond only)

Sunscreen & Bug Spray (Optional to bring, but should at least be applied at home)

Water bottle

## **IT'S BETTER IF CAMPERS LEAVE THESE AT HOME**

Electronic Games

Cell Phones (if parent requires child to have for emergencies, we prefer that the child be directed to not use the phone during the day unless emergency)

Ipods, MP3, etc

Trading Cards, Toys

Money

Expensive Jewelry

Any Items of Value

## **MPRD IS NOT RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED ITEMS**

Lost and found boxes are located in the camp office inside of MMS and at Bicentennial Pond. Please ask camp staff if you're looking for an item. Unclaimed lost and found items are typically donated to charity at the end of each camp session.

## **SWIMMING/WATER ACTIVITIES**

We are lucky to have Bicentennial Pond on the grounds of Camp Mansfield. Weather permitting we swim each day at camp. Campers have the opportunity to participate in Swim Activity (structured instruction and play with certified lifeguards) twice each session and enjoy Free Swim in the afternoon each day. The focus is on safety at the waterfront with lifeguards and camp staff offering constant supervision.

## **SNACKS/LUNCHES**

All full-day campers are provided with a choice of bag lunches and a drink each day made by the Mansfield Schools Food Service Department. We suggest packing your child a snack as well, since it is a long day. If you prefer to pack a lunch for your child we ask that lunches and snacks do not

require refrigeration and inform your child's counselor. Only refrigeration for special diets can be accommodated. The ½ day Kindergartners are provided with a snack each day.

## **SUN BLOCK**

We expect parents to apply sun block prior to children coming to camp. We can assist campers to reapply sun screen (you provide) as needed (typically before and after swimming). Please label lotion containers, and pack in plastic bag within your child's back pack.

## **SIGN IN/SIGN OUT PROCEDURE**

1. **Campers entering grades 6 and under** must have a parent/guardian sign them into camp at the start of each day and sign them out of at the end of each day. Campers are signed in/out with their counselor each day unless they attend camp care. For camp care they are signed in and out with the camp care supervisor.
2. **Campers entering grades 7 and higher** may sign in/out themselves only (they can't sign for their younger siblings) with advance permission of parent/guardian on the Camper Information Form.
3. Children will not be allowed to leave the camp with anyone other than those listed on the Camper Information Form that must be submitted before the camp session begins. If you plan to have someone (who isn't listed on the registration form or pick-up authorization form), a written note must be presented ahead of time to the camp counselor, assistant camp director or camp director.
4. Until the camp staff gets to know you, they may ask for identification. Please understand that this is to ensure the safety of all the children.

## **DROP OFF/PICK UP**

Drop off and pick up takes place behind Mansfield Middle School. The MMS gym side parking lot (on right side) is recommended. Camp Care drop off and pick up is in the MMS gym. Regular Camp drop off and pick up is behind MMS (near portables). Camp begins at 9 a.m. and concludes at 3 p.m. **Drop off is from 9-9:15 a.m. and pick up is from 3-3:15 p.m.** In the event of rain, drop off and pick up will be in the Mansfield Middle School Gymnasium.

## **CAMP CARE**

A.M. Camp Care starts at 7:30 a.m. and concludes at 9 a.m. The P.M. Camp Care starts at 3:15 p.m. and concludes at 5:30 p.m. The Parks and Recreation Department reserves the right to terminate your child's Camp Care program if your child is dropped off earlier or picked up later than these established times. A.M. and P.M. Camp Care are available only for full day campers. Only A.M. Camp Care is available for ½-day Kindergarten camp.

## **CAMPER EXPECTATIONS**

To assist with making each child's experience a positive one at Camp Mansfield, we ask all campers and parents to become familiar with the following rules and expectations. Counselors and campers will go over camp rules and expectations during the orientation period on the first day of each session.

1. **RESPECT**—Agreement among campers and staff to be respectful to everyone at camp.
2. **COOPERATION**—Agreement among campers and staff to participate in (unless special circumstance) all activities and play cooperatively together.

3. **SAFETY**—Agreement among campers and staff to adhere to all safety and behavioral rules of the camp.

## **BASIC CAMP RULES**

**We talk about 3 Basic Camp Rules when we meet as an entire group:**

**1. Have Fun! 2. Be Nice! 3. Have Fun!**

Rule 2 covers being nice to ourselves, fellow campers, the staff, our facilities, our equipment, our families, our environment, you know golden rule stuff.

Rules 1&3 are hopefully self-explanatory!

Each group then sets their own “Group Agreements” for the session with the guidance of their counselor. The following list is some more detail of our behavior expectations.

- No jokes or remarks intended to devalue or harm another person.
- No bullying of other campers or staff members.
- No open defiance of the authority of camp staff, by camper, including verbal abuse. Campers must follow all common rules of the camp.
- No causing or attempting to cause damage to public and/or personal property; or stealing or attempting to steal public and/or personal property.
- No possession or transportation of any dangerous objects or weapons.
- Campers will not be allowed to leave until a parent/guardian signs the child out of our log book. If child is walking home or being picked up by a person other than people authorized on the campers’ additional camp form, parents must notify the group leader in writing. Children who are in 6<sup>th</sup> grade and under will not be allowed to walk home.
- **Campers should not be sent to camp** with any of the following health concerns without written approval from a Physician: Chicken Pox, Hepatitis A, Impetigo, Infectious Conjunctivitis (Pink Eye), infectious diarrhea, lice, ringworm, scabies, strep throat, high fever, repeated vomiting or upset stomach, complaint of serious pains, or simply appear too sick to participate in the full camp day.
- ***Medications will not be administered by Camp Personnel.*** Parents/guardians may elect to have campers self-administer medication provided there is a completed Self Medication Form including a written medical order from a Licensed Physician, Physician’s Assistant, or Advanced Practice Registered Nurse and parent/guardian signature.
- ***Campers with Special Needs:*** If your child has need for special accommodations to assist in providing a positive camp experience, please complete a **Special Assistance Request Form** and provide any additional information necessary. The information on this form is confidential and will be used to assist staff. We strongly encourage you to accurately complete and return this form to the Mansfield Parks & Recreation Department, attention to Jared Redmond. Forms must be submitted at least 15 days prior to start of camp. Parents/Guardians may be contacted for additional information.

## **WE MAKE HAPPY CAMPERS!**

Thank you for choosing Camp Mansfield this summer! We look forward to the opportunity to make your child into one of our happy campers. Please feel free to contact the Parks and Recreation Department If you have any questions, concerns or feedback.